Arizona State Retirement Reporting Using Infinite Visions Enterprise Edition

Table of Contents

Processing Arizona State Retirement in IVEE

Once the date arrives to start processing your district's own retirement there are some new processes that you will need to become accustomed to. But first you will need to make some changes in IVEE.

1) Go to *Payroll > Configuration > Payroll Default Settings* and input new Retirement Account Number (aka Reporting Unit) in the appropriate area. Do not make this change until instructed by the County. Your Reporting Unit is a 4-digit numeric code, but you will only input the last 3 digits (e.g. "0118" becomes "118").

2) Buyback deductions were previously defined with special names and payees (ARBB1 DIRECT DEPOSIT DEDUCTION). You can now change the deduction name and you can have the same Payee for ALL retirement related deductions. This is optional, but might make it easier for you.

Remember to also go to *Actions > Setup* and verify the Department Number (aka ASRS Employer Number) and plan code. These are not required on buybacks but are needed on other retirement deductions.

Creating and Balancing ASRS

Retirement balancing and reporting can only be done after a pay period has been run (you can do it before posting back into the IVEE General Ledger). Reporting is TIME SENSITIVE and must be submitted with the ASRS checks **within 14 days of the Pay Period End Date**. To begin, open up the retirement reporting by going to:

Payroll > Reports > AZ - ASRS Retirement Reporting

1) Start by going to *Actions > Create Retirement Records*. From the grid that appears, select the pay period that you just ran and enter a report name. Since all of the information for ASRS is based on the Pay Period End Date, it is recommended to include the PPE in the name of the report. The example below includes the Pay Period number and the Pay Period End date. Click OK when you're ready.

A confirmation box will appear after the report has been created.

2) When the records are created, they will appear in the grid with all the information that will be submitted to ASRS. Next, go to *Actions > Create Reports*. Select the appropriate Report Name to print, input the dates needed, and make sure both check boxes are checked.

Two reports will appear that will need to be printed:
- ASRS Contribution Summary Report (CSR) – This data will be keyed into the ASRS website when you are submitting your retirement file.
- ASRS Retirement Report – File this with your normal payroll reports

3) Now, you must balance your retirement report to make sure the correct amount was withheld from each employee. The easiest way to do this is by using the grid with the records in it and exporting it to Excel. Find your grid (if you closed it already, simply go back into the ASRS Reporting section and use the drop-down box to select the correct report & hit Apply Selection to bring your grid back) and export it to Excel.

4) Once in Excel, start by summing up the totals for "Retirement EE", "Retirement ER", "LTD EE", "LTD ER", "Gross Salary" and "LTD Wage".

   a. Retirement EE = Retirement ER
   b. LTD EE = LTD ER
   c. Gross Salary = LTD Wage
   d. Retirement EE = Gross Salary * .086 (8.6% or the current rate)
   e. LTD EE = LTD Wage * .005 (0.5% or the current rate)

5) Other items to verify:
   a. Agreement number is present for all records that include a PDA (Service Purchase) contribution
   b. Contribution totals, LTD totals, and PDA totals equal the check amounts
   c. Adjustments are reported correctly on the Contribution Summary report on the ASRS web site

<u>Troubleshooting Payroll Balancing</u>

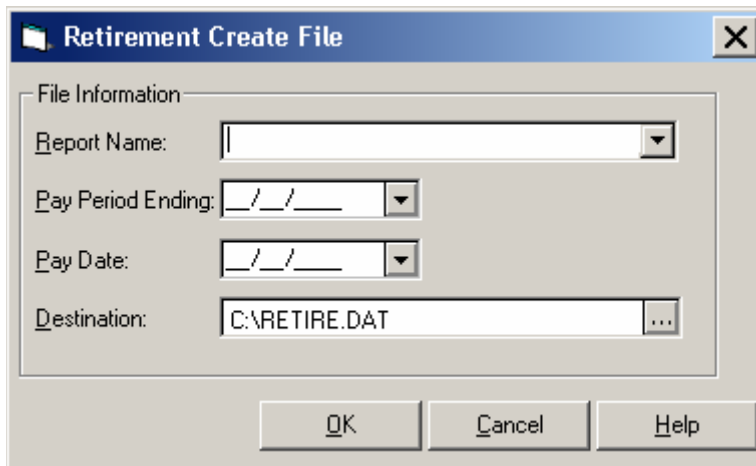**My Employee and Employer Contributions don't match!**
Review the Excel Spreadsheet and find which employees don't match. If you use deduction lines, check to make sure there isn't a typo for the rate in *Payroll > Deductions/Benefits > Deductions/Benefits Maintenance*. Once you've verified that information, go into *Payroll > Employees > Employee Deductions* and view the ASRS deductions. Verify the rates are correct for both portions.

The Retirement withholdings don't match with what I'm calculating off my Gross/LTD Wages!
Aha! The fun begins. Next to your contributions columns insert a couple of blank columns. In one column enter a formula that calculates the real retirement contribution (e.g. "=[GrossSalary] *.086" where Gross Salary is the cell where the amount is) and copy the formula to all the rows. In the other blank column enter another formula where you subtract the actual withholdings from your calculated amount. Any result other than $0.00 indicates that the amount withheld from the employee is incorrect.

Creating file for ASRS

Once you have balanced your contributions and wages, you must create the file to be uploaded to the ASRS web site. Go to go to *Actions > Create File for State* . Select the appropriate Report Name, and enter the Pay Period Ending and Pay Dates. Using the ellipses (…), save the RETIRE.DAT file to your hard drive or to your network. You CAN change the name of the file by appending the PPE date after the file name. Example: RETIRE071506.DAT. Be sure to note where you saved the file, because you will need to be able to find it to upload to the ASRS web site.

ASRS Website Reporting

Once you have received your login information from ASRS and your retirement is balanced for the pay period, you may submit your district's retirement information online.

http://www.asrs.state.az.us/web/index.do

Contact ASRS for login credentials. After you log in, you will see this screen.
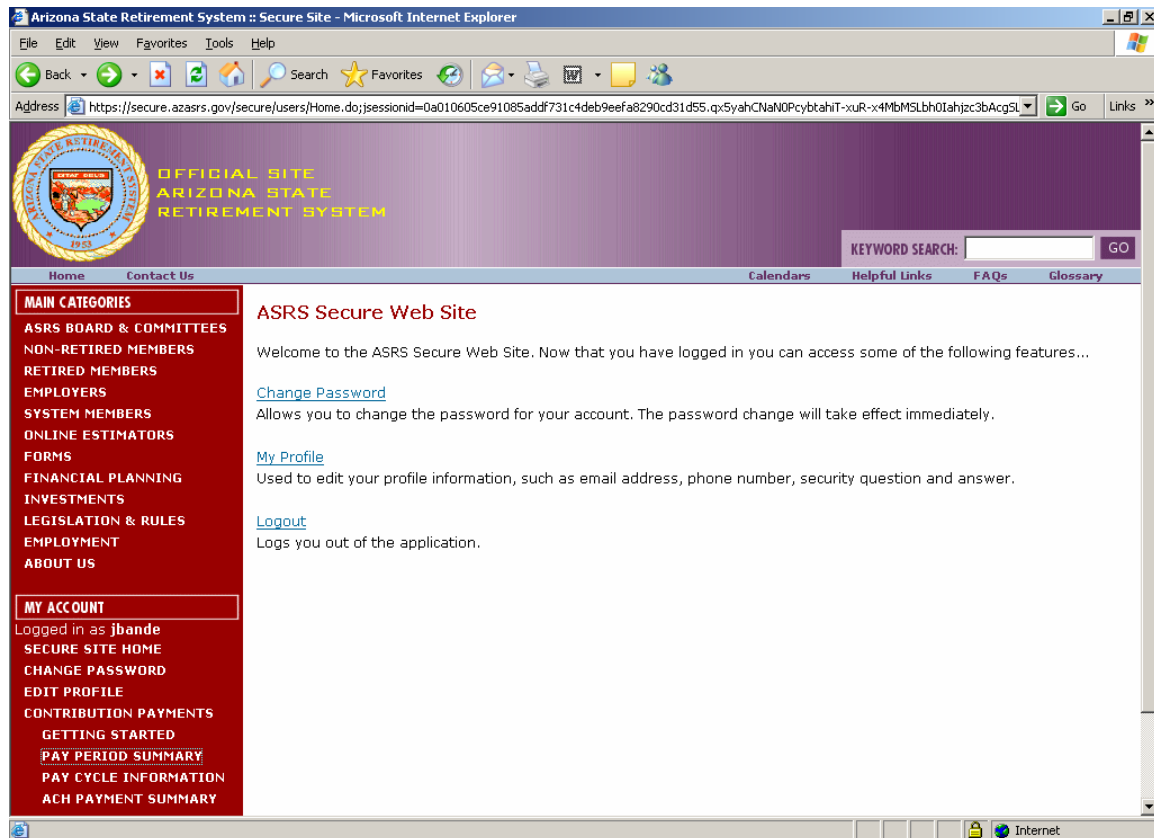
Pay Period Summary Screen

Use this screen to add a PPE to the website or to edit an existing CSR.

Enter the data from the Contribution Summary Report printed from the Visions Enterprise system. For Maricopa County districts, all data is entered in the 'PLAN' row, not the 'SYSTEM' row.
Scroll down on the screen to enter data into the Retirement Contributions, LTD Contributions, and Service Purchase Contributions sections of the online CSR.

Click the save/recalculate button at the bottom of this screen. Compare calculated totals to the Contribution Summary Report.

When you have completed and verified the data entry, you must click the "Submit" button at the bottom of the screen. ASRS will not retrieve any CSR information until the data is submitted. NOTE: You cannot change any data once you have submitted the online CSR. If you need to make changes after you have submitted, you must call your ASRS rep.

Return to Pay Period Summary

Upload Contribution Detail File

Upload one file at a time.

The file created from Visions (IVEE) contains all retirement data, so you'll check contribution, LTD and Service Purchase. Browse for the RETIRE.DAT file that you created using the Visions system. **Be sure to upload to the correct PPE!**

Once you have uploaded the retirement file, you will need to also upload the adjustments file. The adjustments file is simply an excel spreadsheet showing the changes (usually resulting from voided payroll checks). Adjustments are any changes that need to be reported to ASRS to make the total of the data in the file (your CSR report created from Visions) equal to the money that you are depositing.

ASRS always verifies that the total of the file equals the online CSR data, and that with the adjustments noted, that the CSR equals the money deposited.

An example of adjustment data is shown:

Sample Adjustment Spreadsheet

TOTAL
CREDITS 9/8/06

SS NUMBER	DEPT. NO.	NAME	GROSS Amount	ADJUSTMENT	PAY PERIOD TO ADJUST
556-61-9999	300250	Susan Smith	($426.63)	($36.69)	8/8/2006
553-87-9999	300250	John Jones	($1,446.40)	($124.39)	8/25/2006
276-86-9999	300250	Mark Mitchell	($887.56)	($76.33)	8/25/2006
			$0.00		
	Total Adjustments EE		($2,760.58)	($237.41)	
	Total Adjustments EE/ER		($2,760.58)	($474.82)	

EMPLOYER 300000 SERVICE PURCHASE CONTRIBUTIONS					
SS NUMBER	DEPT. NO.	NAME	ASRS contract #	EE (ALL)	PAY PERIOD TO ADJUST
392-58-9999	300250	Sonia Smith	34999	$199.06	9/8/2006
412-96-9999	300250	Louis Louis	36999	$81.20	9/8/2006
3-36-9999	300250	David Dog	35999	$50.20	9/8/2006
565-04-9999	300250	Gwen Goods	71999	$150.62	9/8/2006
	Adjustments EE			$481.08	

ACH Deposit

Contact ASRS for set up of ACH payments.

ACH Payment Summary

ACH Account Profile Set up

Processing Checklist:

Your Retirement processing is complete when:
- You have balanced your contributions in IVEE
- You have completed and submitted your online CSR
- You have uploaded your Contribution file, and your adjustment file
- You have made the deposit with ASRS